

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally request leave for my child, [Child's Name], who is a [grade/class] student at [School's Name]. Due to [reason for leave, e.g., illness, family emergency, etc.], we will be unable to attend school from [start date] to [end date].

We understand the importance of school attendance and will ensure that [Child's Name] keeps up with assignments and classwork during this time. Thank you for your understanding. Please feel free to contact me if you have any questions.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]